

# Retention and Classification Report

**Agency:** Utah County (Utah). County Sheriff (1223)

P.O. Box 330  
Provo, UT 84603

## Records Officer

24830	Background investigations
84601	Case files
84595	Civil day books
84602	Complaint reports
84594	Criminal history cards
84598	Jail release files
24831	Psychological evaluations
84596	Warrant worksheet files

**AGENCY:** Utah County (Utah). County Sheriff

**SERIES:** 24830

3

**TITLE:** Background investigations

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by person's name

**ANNUAL ACCUMULATION:** 4.00 cubic feet.

**DESCRIPTION:**

These pre-employment investigations are required for all potential employees applying for sworn or safety sensitive positions. Each applicant completes a employment packet. They are used to determine an applicant's employment eligibility for law enforcement/corrections employment. The investigations include credit reports, employment checks, criminal history reports, fingerprints, driver's license reports, and reference checks. The unhired applicants' records are filed separately.

**RETENTION:**

Retain 5 years after resignation or termination of employment.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after resignation or termination of employment and then destroy.

**AGENCY:** Utah County (Utah). County Sheriff

**SERIES:** 24830

**TITLE:** Background investigations

(continued)

**APPRAISAL:**

Administrative Legal

This disposition is based on the administrative needs expressed by the sheriff's Office and meets statutes of limitations requirements (UCA 78-12-28 (2002)).

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled. psychiatric data and psychological data

**AGENCY:** Utah County (Utah). County Sheriff

**SERIES:** 84601

3

**TITLE:** Case files

**DATES:** 1978-

**ARRANGEMENT:** numerical by case number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files document all investigations and arrests by the Utah County Sheriff's Office. They include incident reports, supplemental reports, copies of juvenile referrals, property reports, copies of accident reports, and appropriate court records.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1985

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**AGENCY:** Utah County (Utah). County Sheriff

**SERIES:** 84595

3

**TITLE:** Civil day books

**DATES:** 1978-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a record of all civil papers processed and served by the Utah County Sheriff's Office. Information is recorded in large hardbound books which are assigned case numbers. Entries are indexed by name. These books include names of plaintiff and defendant, fees paid, addresses, dates, and type of civil paper served.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1985

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years and then transfer to State Records Center. Retain in State Records Center for 6 years and then destroy.

**AGENCY:** Utah County (Utah). County Sheriff

**SERIES:** 84602

3

**TITLE:** Complaint reports

**DATES:** 1979-

**ARRANGEMENT:** numerical by case number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This is a report of calls to the Utah Sheriff's Office concerning minor cases which required no follow-up. This record includes names of complainant, victim, suspect, location and of incident, name of officer, and disposition of case.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 67.

**AUTHORIZED:** 05/21/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Records Center. Retain in State Records Center for 3 years and then destroy.

**APPRAISAL:**

**AGENCY:** Utah County (Utah). County Sheriff

**SERIES:** 84594

3

**TITLE:** Criminal history cards

**DATES:** 1976-

**ARRANGEMENT:** Alphabetical by name of individual

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This card index records all arrests, citation, and jail bookings by the Utah County Sheriff's Office. This is a card file summary of contents of Sheriff's Case Files. These files include misdemeanor and felony arrest records of individuals arrested by the Utah County Sheriff's Office or booked into the Utah County Jail, which contain the name address, social security number, phone number, date of birth, marital status, religion, employer, occupation, education, description, date and time of arrest, names of arresting officer, prisoner, Utah Bureau of Criminal Investigation, and Federal Bureau Investigation numbers and current status of prisoner.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1985

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Records Center. Retain in State Records Center for 5 years after criminal is 75 years or until there is 10 years of inactivity and then destroy.

**AGENCY:** Utah County (Utah). County Sheriff

**SERIES:** 84598

3

**TITLE:** Jail release files

**DATES:** 1980-

**ARRANGEMENT:** Numerical by case number

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files contain all reports generated by the booking of an individual in the Utah County Jail. They contain booking sheets, personal property forms, incident reports, bail commissioner's release forms, inmate progress reports, release of information consent form, booking procedure check list, medical screening, and appropriate court papers which provide the name, address, description, religion, social security number, phone number, date of birth, marital status, occupation of individual being booked in the Utah County Jail, description of crime and disposition of the case, names of arresting officers, list of personal property on individual at time of booking, and any medical tests taken.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1985

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.



**AGENCY:** Utah County (Utah). County Sheriff

**SERIES:** 84598

**TITLE:** Jail release files

(continued)

**AGENCY:** Utah County (Utah). County Sheriff

**SERIES:** 24831

3

**TITLE:** Psychological evaluations

**DATES:** 1985-

**ARRANGEMENT:** Alphabetical by applicant's name

**ANNUAL ACCUMULATION:** 0.20 cubic feet.

**DESCRIPTION:**

These evaluations are required for all applicants for sworn or safety sensitive positions. Each applicant is interviewed by a psychologist and is given a variety of tests. The psychologist writes a report. It is used to determine an applicant's eligibility for law enforcement/corrections employment. These evaluations include the applicant's name, date, and the psychologist's reports. The records of unhired applicants are filed separately.

**RETENTION:**

Retain 5 years after termination or resignation employment

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 02/2003

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after termination or resignation of employment and then destroy.

**AGENCY:** Utah County (Utah). County Sheriff

**SERIES:** 24831

**TITLE:** Psychological evaluations

(continued)

**APPRAISAL:**

Administrative Legal

This disposition is based on the administrative needs expressed by the sheriff's office and meets statute of limitation provisions specified in UCA 78-12-28(2002).

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Controlled.      psychological data

**AGENCY:** Utah County (Utah). County Sheriff

**SERIES:** 84596

3

**TITLE:** Warrant worksheet files

**DATES:** 1978-

**ARRANGEMENT:** alphabetical by name of warrantee

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These worksheets collect all information necessary for use in the processing and serving of warrants by the Utah County Sheriff's Office. This record includes names, addresses, phone numbers, copy of return, any computer searches (i.e. motor vehicle), notes on investigations, etc.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series were specifically approved by the State Records Committee.

**APPROVED:** 08/1985

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.